# Core-CT

## Enter a Payroll Report into Core-CT Job Aid

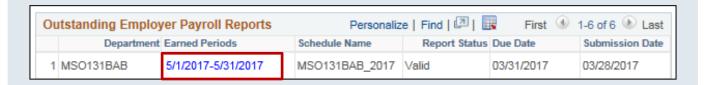**Purpose:**
This job aid will identify the steps to manually enter a monthly payroll report into Core-CT.

| Steps | Screenshots |
|---|---|

1. Navigate to the **ER Home Page**: *Main Menu* > *Core-CT HRMS* > *Pension* > *Employer Reporting* > *ER Home Page*

2. On the ER Home page, select the appropriate Earned Period hyperlink in the Outstanding Employer Payroll Report section.

| Outstanding Employer Payroll Reports | | | Personalize \| Find \| 📷 \| 🖼️ | First ◀ 1-6 of 6 ▶ Last | | |
|---|---|---|---|---|---|---|
| | Department | Earned Periods | Schedule Name | Report Status | Due Date | Submission Date |
| 1 | MSO131BAB | 5/1/2017-5/31/2017 | MSO131BAB_2017 | Valid | 03/31/2017 | 03/28/2017 |

3. The Employer Report Details page is displayed with a Report Status of Submitted.

**Employer Report Details**

**Company** MSO

**Schedule Name** MSO131BAB_2017

**Department** MSO131BAB

**Earned Period** 05/01/2017 - 05/31/2017

**Report Status** Submitted

4. In the Employee Detail section, click the **Pay Details** button for the first listed employee.

| | | National ID | Empl ID | Empl Record | Payroll | Payroll Status | Pay Details |
|---|---|---|---|---|---|---|---|
| 1 | ☐ | 123456788 | 284911 | 0 | | Submitted | Pay Details |

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5. In the Payroll section, enter the following fields:

   - Actual Hours = Number of hours the employee worked in the month
   - Amount 1 = Regular Pay
   - Amount 2 = Employee Contributions

**HaroldSeahorse**

Payroll                                                                          Fir

| Payroll – Current Month | Pay Period End Date 05/31/2017 ▼ |
|---|---|

**Actual Hours:** [ ]

TXNCD1: REG     Amount 1: [ ]          TXNCD2: RMRSBB     Amount 2: [ ]

6. Repeat the above steps to enter the Payroll data for all employees.

7. When complete, click **Save**. The Employer Contributions will populate in the Payroll – Current Month section.

8. Once the page is saved, click the **Return to Employer Report Details** hyperlink at the bottom of the page.

9. Click the **Validate Pay** button on the Employer Detail page.

|   |   | National ID | Empl ID | Empl Record | Payroll | Payroll Status | Pay Details |
|---|---|---|---|---|---|---|---|
| 1 | ☐ | 040600091 | 223081 | 0 |   | Submitted | Pay Details |
| 2 | ☐ | 047865130 | 238213 | 0 |   | Submitted | Pay Details |
| 3 | ☐ | 048349975 | 237682 | 0 |   | Submitted | Pay Details |
|   |   |   |   |   |   | Validate PAY | |

10. If the pay is successfully validated, the Report Status will update to Valid.

**Employer Report Details**

| Company MSO | Number Of Employees | 3 |
|---|---|---|
| Schedule Name MSO131BAB_2017 | **Payroll - Current Month** | |
| Department MSO131BAB | Total Employee Earnings | 300.00 |
| Earned Period 05/01/2017 - 05/31/2017 | Total Employee Contributions | 6.75 |
| Report Status Valid | Total Employer Contributions | 34.14 |